

# SPECIAL HANDLING REQUIRED

Job Number: \_\_\_\_\_

Box Number: \_\_\_\_\_

Folder Number: \_\_\_\_\_

Identifier: \_\_\_\_\_

## BRIEF DESCRIPTION:

Over-/Small-Sized Document \_\_\_\_\_

Double-Sided Original \_\_\_\_\_

Dark Original \_\_\_\_\_

Light Original \_\_\_\_\_

Bad Original \_\_\_\_\_

Tab (Scan Copy) \_\_\_\_\_

Thermofax & Copy \_\_\_\_\_

Microfiche \_\_\_\_\_

Photo \_\_\_\_\_

Vu-graph \_\_\_\_\_

Slides \_\_\_\_\_

Magazine \_\_\_\_\_

Newspaper \_\_\_\_\_

Transcribing Tape (Digital Camera) \_\_\_\_\_

Film \_\_\_\_\_

Other: Cassette Tape

Scan Operator Notes: \_\_\_\_\_